



[www.mvdb.virginia.gov](http://www.mvdb.virginia.gov)  
**Motor Vehicle Dealer Board**  
 2201 West Broad St. Suite 104  
 Richmond Va. 23220

MVDB 54 (06/27/2022)

**Manufactured Home Dealer or  
 Watercraft Trailer Dealer**

**CERTIFICATE OF REGISTRATION APPLICATION**

**Purpose :** Use this form to apply for a Certificate of Registration for a Manufactured Home Dealer OR Watercraft Trailer Dealer.

**Instructions :** Complete the application and submit a copy of the valid Dealer's License with registration fee to the Motor Vehicle Dealer Board at the above address. MVDB will send the Certificate of Registration to the business mailing address provided.

MVDB USE ONLY				
Registration Number	Registration Fee	OverPay	Shortage	Clerks Initials

BUSINESS INFORMATION
Check Applicable Box <input type="checkbox"/> <b>Manufactured Home Dealers</b> – Include a valid Dealer's License (copy) from the Department of Housing and Community Development with this application.  <input type="checkbox"/> <b>Watercraft Trailer Dealers</b> – Include a valid Dealer's License (copy) from the Department of Wildlife Resources with this application. Annual Transaction Recovery Fee required.
Business Type (check one) <input type="checkbox"/> INITIAL APPLICATION <input type="checkbox"/> RENEWAL APPLICATION <input type="checkbox"/> CHANGE (explain)

DEALER INFORMATION			
Registration Number	For Registration (month/year)		
Business Name	Trading As Name		
Business Location Address	City	State	Zip Code
Business Mailing Address	City	State	Zip Code
Business Owner's Name (print) (last, first, middle, suffix)			
Business Owner's Federal TAX ID, VA DL Number or SSN			
Business Owner's Residential Address	City	State	Zip Code
Business Owner's Primary Contact Number (     )	Business Email Address		

PRIVACY STATEMENT
In accordance with Virginia Code §§ 2.2-803, 2.2-4807, and §§ 58.1-520 et seq., the State Comptroller requires that this information, including your social security number, be collected for debt set off collection purposes.

CERTIFICATION	
I certify and affirm that all information presented in this form is true and correct, that any documents I have presented to MVDB are genuine, and that the information included in all supporting documentation is true and accurate. I make this certification and affirmation under penalty of perjury and I understand that knowingly making a false statement or representation on this form is a criminal violation.	
Owner/Partner/Officer of Business Name (print)	
Owner/Partner/Officer of Business (signature)	Date (mm/dd/yyyy)